



Title: HUMAN RESOURCES ANALYST

Salary Code: 19
Effective Date: 10/01/13
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under the general direction of the Supervisor of Human Resources and Administration, performs a variety of specialized, professional assignments in the administration of the centralized human resources system. May act in a lead capacity over lower level professional and support staff planning, assigning, directing, and reviewing the work of assigned professional, technical, or clerical staff involved in various program areas such as recruitment and examination, classification and pay, training and development, risk management and benefit administration. Human Resources Analyst is a single confidential position classification. Confidential means that the employee in this classification is privy to decisions of District management affecting employer-employee relations.

The Human Resources Analyst classification is the advanced experienced classification. This classification differs from the Human Resources Technician in that incumbents at the analyst level have considerable experience performing a variety of professional assignments with minimal supervision and review. Assignments at the analyst level routinely require greater initiative, independence, experience, and judgment within established guidelines and policies, handles confidential matters with discretion, and maintains frequent contact with others inside and outside the District. The ability to communicate effectively is required.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as examples of job duties and responsibilities for positions in this classification. This list is neither inclusive of exclusive, but indicative of several types of duties performed.

1. Administers District's benefit programs including health, dental and vision; short term and long term disability; life insurance; and advises employees on eligibility and benefit levels.
2. Develops, reviews and modifies the District's classification and compensation plans; conducts classification and compensation studies concerning designated positions; develops, reviews and modifies classification descriptions and salary schedules; and maintains classification and compensation files and records.
3. Plans and conducts recruitment and examination activities; employee market trends, and applicant sources; develops publicity and advertisement campaigns; evaluates applications and related materials; develops and administers examinations.
4. Conducts studies, prepares reports, and makes recommendations regarding human resources programs and functions.
5. Conducts orientation for new employees with respect to employee benefit programs and services, and exit interviews with retiring and terminating employees.
6. Assists in the administration of the District's Workers' Compensation program, which involves maintaining liaison with the compensation carrier, ensuring that employees receive compensation payment, and informing employees of their rights and benefits.

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7. Assists in the administration of the District's employee training and safety programs, which involves scheduling employee and safety training classes and preparing and updating various related policies and procedures, educational materials and rosters.
8. Maintains and updates personnel files, procedures, forms and records; processes and implements District personnel actions.
9. Serves as a resource for District employees, supervisors and managers related to wages, benefits, personnel procedures, promotional opportunities and other general Human Resources Department questions over the telephone and in person.
10. Develops and maintains effective working relationships with those contacted in the performance of assigned duties.
11. May be assigned lead responsibilities over programs, staff or special projects; assists in the training of lower level professional, technical and clerical staff.
12. Performs other duties as assigned.

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of education and experience that has led to the acquisition of the knowledge required by the position. A typical way of acquiring the knowledge would be:

Completion of a bachelor's degree in Business Administration, Public Administration, or related field, **and** four (4) years of experience in personnel support work in a comprehensive human resources system or public administration.

Knowledge of:

- Basic personnel administration principles and procedures.
- Terminology, methods, techniques, principles and practices of human resources administration, including recruitment and examination, job analysis, position classification, benefit administration, risk management and safety training programs.
- Applicable federal, state, and local laws and regulations pertaining to equal employment opportunity and affirmative action programs.
- Understanding, interpreting and applying rules, regulations, policies, laws and ordinances.
- Standard office practices and procedures, including data processing application, filing systems and records management.

Ability to:

- Work independently with minimum supervision and direction.
- Develop and maintain effective interpersonal relationships.
- Use good judgment and integrity.
- Demonstrate initiative and maturity.

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STANDARD REQUIREMENTS

- Possession of a valid Class C California's Driver's License with a driving record acceptable to the District's automobile insurance providers is required.